



City of Branson

*Where Values are the Difference*

# VACANCY NOTICE

**Job Title:** HUMAN RESOURCES ASSISTANT – Human Resources Department  
**Opening Date:** Wednesday, July 6, 2016; position is open to internal and external applicants  
**Closing Date:** Wednesday, July 20, 2016; application packets must be received by 4:30 p.m.  
**Work Hours:** 8:00 a.m. – 4:30 p.m., Monday through Friday  
**Beginning Salary:** \$12.7652 per hour

**POSITION SUMMARY:** The Human Resources Assistant performs clerical work of moderate difficulty and assists with a variety of duties in the Human Resources Department. The work requires the operation of standard and electronic office equipment. This position works under general supervision with work reviewed for results achieved. This position is supervised by the Human Resources Director.

**MINIMUM QUALIFICATIONS:** Must be at least 18 years of age and be a High school graduate or GED equivalent. One year of experience working with the public. Two years of experience in clerical work. Experience in a Human Resources setting preferred. Must possess and maintain a valid Motor Vehicle Operator's license with the ability to be insured under the City of Branson's insurance coverage when driving a city-owned vehicle. Must be able to lift/move/carry twenty-five (25) pounds with assistance or the proper equipment. Must successfully complete a background investigation and pre-employment substance abuse testing. Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision. Must be extremely detail oriented, efficient, and have excellent organizational skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Performs various general clerical duties such as typing correspondence and other documents from rough drafts; filing and maintaining records, forms, documents and reports. Provides administrative support to Human Resources Department personnel and in the functional areas of Human Resources including employment, employee relations, recruitment, and employee benefits. Answers telephone and routes calls; accurately records and distributes messages to appropriate staff. Files and maintains records and other data related to employee status including separations, new hires, payroll changes, benefits, deductions, leaves of absence, and salary increases. Assists with the maintenance of a wide variety of files and records, including the retention, archiving, and destruction, as appropriate. Maintains the Human Resources Department email account; responds daily to all emails. Receives, logs, processes, and distributes completed job applications; assists with position postings as needed. Maintains recruitment and job posting data bases. Assists with data entry related to employee status changes as needed. Prepares and reviews the processing of purchase orders, requisitions, invoices, and department Purchasing Cards. Maintains inventory of office supplies. For a complete list of assigned duties, please review the job description.

**HOW TO APPLY:** To be considered for this position, a completed City Application, Supplemental Questionnaire, and Request for Criminal Record Check Form must be submitted to the City of Branson Human Resources Department, 110 W. Maddux St., Ste. 315, Branson, MO 65616. For a copy of the full job description, or to obtain all necessary application materials, please visit [www.bransonmo.gov](http://www.bransonmo.gov) or the Human Resources Department. Applications submitted for no particular vacancy are retained on active file for one year and may be used only once. This position will be filled based upon qualifications and without any preference to applicants of one gender over another.

*The City of Branson provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, veteran status, or any other characteristic protected by law. In addition to federal law requirements, the City of Branson complies with applicable state and local laws governing nondiscrimination in employment. The City of Branson will provide reasonable accommodations for qualified individuals with disabilities. All individuals hired will be required to provide documentation to establish identity and employment authorization as a condition of employment. The City of Branson is a tobacco free workplace.*

City of Branson, Human Resources Department, 110 W. Maddux Street, Suite 315, Branson, MO 65616  
417-337-8555 – Phone, 417-337-5466 – Fax, [HR@bransonmo.gov](mailto:HR@bransonmo.gov) - Email